Dear educators,

Thank you to all ACT test coordinators, DACs, high school principals, and other educators for a successful administration of the ACT and WorkKeys initial test dates. We are now in the accommodations testing windows: Feb 28-Mar 14 for ACT with writing and Mar 1-15 for WorkKeys. And, Aspire testing is right around the corner! Please note that the prescheduled FedEx pick up for ACT and WorkKeys accommodations materials is March 16. Please also see below for important information about returning materials to ACT, and Aspire test administration.

Important Information on Returning ACT/WorkKeys Answer Documents and Test Materials

- Please do not mix ACT and WorkKeys answer documents in the same envelope.
- Make sure to follow the instructions for collecting, packing, and returning the test materials found in the back of the manuals.
- See the chart below as a **reference guide for returning materials, but please read the manuals in full. The chart below does not include all instructions.**

Reference Guide for Returning ACT and WorkKeys Materials *Refer to the administration manuals for full instructions.*			
Accommodations testing – FedEx pick up scheduled for March 16			
ACT-Approved Accommodations	Answer documents and testing forms in blue envelope.	Envelope and all materials in the carton with grey and black tape	See p. 104 of Accommodations Test Administration Manual for detailed instructions
ACT, Non-college reportable accommodations	Answer documents and testing forms in brown envelope.	Envelope and all materials in the carton with grey and black tape	See p. 35 of Non-college reportable Test Administration Manual for detailed instructions
WorkKeys, Accommodations	Answer documents and testing forms in purple envelope. Envelope in polymailer. Polymailer mailed to ACT.	Test booklets, alternate test formats in carton with red and white tape.	See pp 91-94 of WorkKeys Accommodations Test Administration Manual for detailed instructions
Standard time, make up testing – FedEx pick up scheduled for March 23			
ACT, Standard time	Test administration forms in red envelope, site header and answer	Test booklets and packing list in carton with blue and white tape.	See p. 61-65 of ACT Standard Time Test Administration

	documents in green envelope. Both envelopes in polymailer. Polymailer is mailed to ACT.		Manual for detailed instructions
WorkKeys, Standard time	Test administration forms in black envelope, site header and answer documents in orange envelope. Both envelopes in polymailer. Polymailer is mailed to ACT.	Test booklets and packing list in carton with red and white tape.	See p. 56-60 of WorkKeys Standard Time Test Administration Manual for detailed instructions

Aspire Early High School

Important Links to Bookmark	
The ACT Aspire Portal	Secure site where educators perform administrative tasks associated with managing the Aspire assessment. DACs have access to the portal and can give access to other school staff.
Aspire Test Administration Resources DPI Site	DPI-managed site with links to Aspire resources.
WI Avocet	Online library of ACT Aspire resources. You may access the complete documents on this site by scrolling to the top of the page and clicking the "Download" button. Use Internet Explorer 9 or later, Safari 5.1 or later, or Google Chrome 17 if you are having trouble viewing documents.
ACT Aspire Landing Page	Source for training recordings, live webinar trainings, exemplars, information on technology set up, and reporting resources.

Aspire Upcoming Tasks and Deadlines	
This week	View the recording of the Aspire Technology Readiness Training Webinar.

	Share the link to the recording and the slides with technology coordinators. Register for the Aspire Test Administration Training Webinar (This training will be recorded and will be made available on the WI Avocet site under "T" for Trainings and will be linked on the DPI ACT Trainings Page.)
March 7	**Deadline for school districts to make sure local student information system (SIS) is up-to-date** and that data from their SIS are being regularly "pushed" through WISEdata to the DPI data warehouse.
March 8-10	DPI pulls 9th and 10th grade student data from WISEdata and uploads to ACT Aspire portal.
March 14-24	**After DPI uploads student data to the Aspire portal:** Test coordinators confirm that student information is correct and make updates as necessary. See Aspire Portal User Guide p.38 for instructions on adding and deleting students. See page 40 for instructions on transferring students. Test coordinators enter Personal Needs Profiles (PNPs). See Aspire Portal User Guide p.51 for instructions. (Note: PNPs entered last year should remain in the system and should not need to be entered again.) Test coordinators create paper test sessions for students using Braille, large print, or ASL. Once a paper test session is created, the paper materials orders will be automatically sent to DPI for approval through the portal.
March 14 - April 14	Test coordinators set up online test sessions.
March 30, 10am	Aspire Test Administration Training Webinar; please register here
March 30	Deadline to upgrade to TestNav 8.8. If your Technology Coordinator has not updated the TestNav app since last spring (2016) then they will need to completely uninstall the previous version and reinstall to this most recent version of TestNav 8.8. If they have completed a TestNav upgrade after August 10, 2016, then they would not need to uninstall and reinstall; the system upgrades to 8.8 automatically upon initial start-up of the TestNav application. See the TestNav 8 Online Support page for details on upgrading to 8.8.
See Schedule of Events and Checklist of Success for full Aspire test administration calendar.	

Aspire test administration resources and training videos

There is documentation within the <u>Portal User Guide in Avocet</u> to walk you through the steps for manually adding and editing student data and entering PNPs. You may access the complete documents on this site by scrolling to the top of the page and clicking the "Download" button. Use Internet Explorer 9 or later, Safari 5.1 or later, or Google Chrome 17 if you are having trouble viewing documents. The Aspire Portal User Guide is also found on the <u>DPI Aspire Resources page</u>.

There are also self-paced videos to help with editing student data and PNPs found on the <u>Aspire TMS Training Site</u>.

1. Go here: <u>https://actaspire.tms.pearson.com</u>
2. Enter your email address
3. Click on the "Assessment Preparation" category
4. Click on the "Launch " button "Manually Entering and Updating Student Data" (6 Minutes)
   Click on the "Launch" button "Updating Personal Needs Profile for Accessibility Features" (11 Minutes)

Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email. The actwisconsin listserv used in previous years has been retired.

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